**Minutes**

**ISAC Board of Directors Meeting**

**The Hotel at Kirkwood Center, 7725 Kirkwood Blvd SW, Cedar Rapids, Iowa**

**Phone – 319.848.8700.**

**Present:** Brian Gardner, Barry Anderson, Linda Zuercher, AJ Mumm, Grant Veeder, Mary Ward, Brian McDonough, Micah Van Maanen, Mark Campbell, Carla Becker, Rhonda Deters, Carissa Sisson, Sandy Bubke, Danelle Bruce

**Absent:** John Werden, Richard Crouch, Mike Miner, Kevin Grieme, Wade Weiss, David Muhlbauer, Patrick Sweeney, Melvyn Houser

**Staff:** Bill Peterson, Kristi Harshbarger, Brad Holtan, Katie Cook, Jamie Cashman, Tammy Norman, Kelsey Sebern, Andrew De Haan, Joel Rohne, Beth Manley, Lucas Beenken

**Thursday, September 21, 2023**

ISAC President Brian Gardner called the meeting to order at 8:45 a.m.

**Approval of Minutes**

The Board reviewed the minutes from the June 28, 2023, ISAC Board of Directors meeting. Moved by Grant Veeder, seconded by Carissa Sisson to approve the minutes. Motion passed unanimously.

The Board reviewed the minutes from the June 28, 2023, ISAC Group Benefits Program meeting.

The Board reviewed the minutes from the June 28, 2023, ICTS Board of Directors meeting.

The Board reviewed the minutes from the August 23, 2023, ISAC Annual Conference General Session. Moved by Mary Ward, seconded by Rhonda Deters to approve the minutes. Motion passed unanimously.

**Update on Precinct Atlas Project**

Tammy Norman gave an update on the progress of the Precinct Atlas Project. She demonstrated how the program assists Precinct Election Officers on Election Day. The Board asked questions and discussion was had on how the program worked in various scenarios.

**ISAC Office Renovation Update and Approval of A/V Proposal**

Katie Cook provided an estimated timeline for the office renovation. Katie reviewed the audio-visual contract. The total cost is approximately $82,000. Moved by Mark Campbell, seconded by AJ Mumm to approve the contract. Motion passed unanimously.

**Update on Tech Service Bureau and IT Activities**

Joel Rohne shared an update on IT/GIS Consultation, the program’s history, and future plans. The ISAC Technology Service Bureau is a new program that is still being developed. The Board asked questions and discussed possible future tasks. Andrew De Haan provided an update on internal security updates since he has started with ISAC.

**Management and Financial Report**

Brad shared the Financial Report for June 30, 2023, which was also presented to the external auditors. At the end of the fiscal year, ISAC had a small net gain, which was an improvement from the predicted net loss. Brad discussed the reasons for this improvement from estimates. Moved by Mark Campbell, seconded by Brian McDonough to accept June 30, 2023, financial report. Motion passed unanimously.

Brad provided highlights from the Financial Report for August 31, 2023. Renewal season for the Group Benefits Program was a bit difficult with rate increases. The walking challenge for the Wellness Program has been going well, and all the statistics for the first year will be available at the next meeting. Moved by Grant Veeder, seconded by Mary Ward to accept the August 31, 2023, financial report. Motion passed unanimously.

Brad shared the Quarterly Investment Report including a listing of all CDs for June 30, 2023. Moved by Rhonda Deters, seconded by Grant Veeder to accept August 31, 2023, investment report. Motion passed unanimously.

Brad presented an updated credit card resolution that includes Andrew on the organization’s credit card and increases credit card limits for a few staff members. Moved by Mary Ward, seconded by Danelle Bruce to approve the credit card resolution. Motion passed unanimously.

Brad updated the Board on the external audit progress and timeline.

Kristi shared the letter that will be submitted to the IRS to request a Private Letter Ruling on ISAC’s Section 115 tax status. The Board has previously approved the general concept and associated $38,000 fee, but she requested Board approval of the letter. Moved by Linda Zuercher, seconded by Grant Veeder to approve the Private Letter Ruling Request. Motion passed unanimously.

Kelsey and Brian provided an update on the rest of the day’s tours.

President Gardner recessed the meeting at 11:45 am. Friday, September 22, 2023

President Gardner reconvened the meeting at 8:45 am.

**Reports on ISAC Events**

Brad updated the Board on the 2023 ISAC Scholarship Golf Fundraiser. Changes to the hole sponsor program were successful. The event had approximately 120 golfers and increased event revenue with a total profit for the scholarship fund of about $20,000. Brad stated that they will look at how to increase raffle profits next year.

Kelsey updated the Board on the 2023 ISAC Annual Conference and shared that registrations were up, and that hotel availability was not an issue, even with the Hilton selling out. The event at Jasper Winery was well attended even though it was hot outside. Vendor attendance was solid and sponsors for Jasper allowed for additional opportunities. Board members provided feedback and questions, including requests for more hotel rooms on Tuesday, if a box lunch was possible on Friday before going home, and if a central point could be created to share all affiliate PowerPoints presentations with others.

**Presentation of Linn County GIS Services**

Peter Konrad, Linn County GIS Specialist, shared how building the Community Resource Hub site has saved significant county staff time and has received positive feedback from the community since its roll out two months ago.

Matt Boyle, Linn County GIS Analyst, presented the Tax and Apportionment Hub site that was built for the Linn County Treasurer’s Office. The tax search app was developed first and then it was wrapped back into the hub site. Discussion was had on the logistics of building the sites and the advantages.

**Preview of 2024 Legislative Policy Activities**

Jamie reviewed the timeline and activities for setting the 2024 ISAC Legislative Priorities. Jamie presented the updates to the legislative objectives as are currently being considered by the ISAC Legislative Policy Committee. Lucas shared some possible additional objectives from the Treasurers affiliate. The Board asked questions and discussed possible legislative issues that may come up in 2024.

**Review of Phase I Soil Compaction Study Results and Discussion of Phase II Study**

Bill reviewed the phase I results of the soil compaction study and potential plans for phase II of the study. Moved by Mark Campbell, seconded by Wade Weiss for ISAC to work with Iowa State University to conduct phase II of the soil compaction study, as well as other organizations to obtain funding. Motion passed unanimously.

**Approve Resolution Commending the Iowa State Association of Assessors Anniversary**

Bill shared congratulations for the 75th anniversary of the Iowa State Association of Assessors (ISAA). Moved by Grant Veeder, seconded by Linda Zuercher to pass a resolution honoring the 75th anniversary of ISAA. Motion passed unanimously.

Following board member reports, comments, and discussion, President Gardner adjourned the meeting at 11:40 AM.